Job Specification: Technical Field Manager – Instructor

Department:	Programmes
Scale:	Technical 3
Line managed by:	Technical Operations Manager
Responsible for line managing:	Training staff and students
Location:	Overseas

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

To train, oversee and safely manage all aspects of improvised mine clearance, high risk search training and related tasks in accordance with Standard Operating Procedures, ensuring that these are consistent with MAG's Global Technical Standards (GTS), policies and mandate.

To assist and support the Standards Training Manager (STM) and Technical Operations Manager (TOM) in developing training objectives and plans, in line with MAG's mission and mandate, ensuring that operational effectiveness is maximised

To represent MAG within the project area.

Job Description

Training

- Plan, prioritise & coordinate all training operations within the Syria programme in accordance with GTS and Stnadard Operating Procedures (SOP)to achieve project objectives
- Conduct Training Needs Analysis (TNA) to identify gaps in staff training and competencies ensuring alignment with relevant GTS/IMAS EOD and IEDD competencies.
- Design and compile Training Management Packages (TMP) for all technical training as required in coordination with the STM TMEU/TOM
- Ensure all technical training is delivered within the parameters of the project is aligned with the relevant GTS and SOP.
- Train International and national technical staff in instruction techniques and skills for training, to assist in the delivery of training courses
- Design, conduct and supervise all types of technical training (formal/OTJ/refresher)..
- Ensure SOPs and training are kept updated with new methodologies, technologies, equipment and tools. .
- Monitor and assess operational staff knowledge, skills and attitude KSA) following training to ensure training is effective and standards upheld.
- Manage and maintain training equipment and facilities, ensuring theyremain functional and are upgraded where necessary
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- Preparation, use and maintenance of training aids and materials.

Technical

- Ensure full knowledge of and ensure implementation of all SOPs, drills and other work practices.
- Conduct reconnaissance and survey of mine/ordnance contaminated areas as appropriate.
- Ensure an in-depth and up-to-date knowledge of all EO in the theatre of operations.
- Ensure an in-depth and up-to-date knowledge of all relevant technical machines and equipment in the theatre of operations.
- Ensure an in-depth and up to date knowledge of land release methodologies in theatre of operations
- Conduct quality assurance of operations storage facilities. (Including explosives and accessories) to ensure that they are used appropriately, safely and that correct documentation is maintained at all times.

- Conduct assessments and other technical training missions on behalf of MAG in country and worldwide as required by the CD/ TOM / Regional Director

Capacity building

- Design, development, delivery and evaluation of appropriate technical training management packages (TMPs) for personnel within the project.
- Oversee the day-to-day training and development of international TFMs and national staff to conduct EOclearance and land release activities in accordance with MAG SOPs.
- Build and maintain good working relationships with all international TFMs and national staff to maximise capacity building objectives.

Management and HR

- Manage, motivate and develop the training team within the project to perform to a high standard.
- Ensure that student and training files are produced and shared with HR
- Ensure that HR policies and procedures are implemented in consultation with Base Manager / HR Manager.
- Participate in the recruitment procedures for all project students in line with MAG's policies and procedures.

Communication and Reporting

- Ensure the STM TMEU and TOM are fully briefed on all training issues and any technical difficulties arising
- Submit accurate training reports as directed by the STM TMEU, and produce other technical reports and documents as and when required.
- Assist the STM TMEU / TOM in the development and production of training proposals, reports and budgets
- As required by the STM TMEU / TOM participate in investigation into all incidents/accidents reports are completed and provided to the CD / TOM with details of appropriate action taken, in accordance with MAG policies and procedures.
- Liaise with the Syria programme as required to ensure consistency in training objectives for both programmes and best practice shared
- Ensure that reports are produced for the STM TMEU / TOM on all training activities.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the STM TMEU / TOM are kept informed of security risks and developments.

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of working in mine clearance/EOD/IED operations in developing countries that are contaminated remnants of conflict
- Experience of managing training operations
- Experience in training students in the above skill sets
- Experience of training, motivating and managing a diverse group of people
- Experience of training, mentoring and coaching others, with the use of a translator.
- Experience of managing & conducting formal or informal training and the transfer of appropriate skills to others.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Technical knowledge of mines and unexploded ordnance and mine clearance techniques, including new developments*
- Technical Knowledge of improvised devises and high-risk search techniques.
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- Excellent organisational skills with the ability to plan and coordinate training activities and projects
- Excellent communication and interpersonal skills
- Good literacy, numeracy and IT skills

*Knowledge of one or more of these technical skill areas is essential

Essential Aptitude

- Interest in and commitment to MAG's humanitarian mandate and principles
- Ability to develop and apply training and administrative work plans.
- Innovative, creative and proactive with an analytical and solution-oriented approach
- Determined and committed to high quality standards and continually improving effectiveness and efficiency
- Ability to establish and develop effective working relationships in a cross cultural environment at all le internally and externally
- Self-motivated, flexible and enthusiastic approach to work
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG

Qualifications

- Relevant and recognised EOD/demining/IED qualification to fulfil organisational needs or suitable practical experience

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Signed employee:	**Date:**
Signed manager:	**Date:**

June 2021